United Nations ST/SGB/2002/15

Secretariat

3 December 2002

Secretary-General's bulletin

Staff-Management Coordination Committee

Pursuant to staff regulation 8.2, the Secretary-General promulgates the following, based on recommendations made by the Staff-Management Coordination Committee at its twenty-sixth session:

Section 1
Purposes

1.1 In accordance with staff rule 108.2, the Staff-Management Coordination Committee (SMCC) is the joint staff-management machinery at the Secretariat level and thus the Secretariat-wide mechanism for negotiation in good faith between staff representatives and the administration. Its role is to identify, examine and resolve issues relating to staff welfare, including conditions of employment and of work, general conditions of life and other personnel policies, as provided for in staff regulation 8.1 (a). To this end, SMCC shall endeavour to reach agreement on recommendations to the Secretary-General on policies and procedures regarding Secretariat-wide issues concerning staff-management relations and general questions of staff welfare, monitor the implementation of agreements reached, and ensure that issues of relevance on which no decision has been made after one session are considered at subsequent sessions.

1.2 All interventions made by SMCC members shall carry equal importance and, as such, shall be given due consideration. In all their negotiations, SMCC participants shall observe the highest standards of integrity, which includes probity, impartiality, fairness, honesty and truthfulness. Where there are areas of disagreement, the parties shall work to identify the barriers to agreement and fully consider alternative options for resolution.

1.3 It is recognized that agreements can be reached only on matters for which the Secretary-General is the ultimate authority in accordance with the Charter of the United Nations and established practice. On issues of Secretariat-wide importance that cannot be decided by the Secretary-General without reference to intergovernmental or similar bodies, SMCC will provide advice and make recommendations to the Secretary-General for submission to such bodies.

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Section 2
Relationship with local joint advisory committees

2.1 SMCC, in exceptional circumstances, may discuss issues of clearly local importance that may arise where no adequate solution can be found at a given duty station, so that representatives of both administration and staff from the duty station concerned may have the opportunity to draw the attention of SMCC to such cases.

2.2 The existence of Secretariat-wide machinery does not preclude the consideration by local joint advisory committees of concerns which have Secretariat-wide implications, it being understood that such issues will be referred to SMCC for recommendation on a Secretariat-wide basis.

Section 3
Members and other participants

3.1 SMCC shall consist of 19 members, as follows:

(a) One member designated, respectively, by the Staff Union Committee of the Economic Commission for Africa, the Staff Association of the Economic Commission for Latin America and the Caribbean, the Staff Council of the Economic and Social Commission for Asia and the Pacific, the Staff Council of the Economic and Social Commission for Western Asia, the Field Service Staff Union, the Geneva Staff Coordinating Council, the United Nations Staff Union (New York), the Staff Union of the United Nations Office at Nairobi and the Staff Council of the United Nations Office at Vienna. Each member may be accompanied by an alternate;

(b) Nine members at an appropriately high level representing the administration, with due regard to the need for representation from the various duty stations. Each member may be accompanied by an alternate;

(c) A President, who shall be selected by the Secretary-General from a list proposed by the staff representatives, in accordance with staff rule 108.2 (b). The President shall serve for one year. A member nominated by members representing the staff shall serve as Vice-President for one year.

3.2 Duly designated representatives of organizations/organs of the United Nations system whose staff are directly affected by SMCC recommendations shall be granted the status of associate members upon request.

3.3 Other participants in SMCC are the following:

(a) The Office of Legal Affairs, after consultation with the President of SMCC, shall designate a legal adviser to SMCC, who shall participate in a consultative capacity;

(b) SMCC may invite other staff members to participate in its work in an advisory capacity;

(c) Up to three staff members from the duty station where the session is held may be permitted to attend in an observer capacity;

(d) Staff and management, respectively, may bring up to two advisers to SMCC meetings.

Section 4
Funding arrangements

The travel and subsistence expenses of the members and of four alternates shall be borne by the United Nations.

Section 5
Secretariat

A Secretary shall be designated by the Secretary-General, after consultation with the President of SMCC, in accordance with staff rule 108.2 (e). Services shall be provided as necessary for the proper functioning of SMCC. The Secretariat shall also ensure that SMCC members and alternates are kept fully informed between sessions of new developments relevant to staff-management matters.

Section 6
Role of the President and Vice-President

6.1 The President shall have the following functions:

(a) To convene SMCC meetings and coordinate, direct and/or facilitate as a neutral party the proceedings of SMCC or its working groups;

(b) To hold, prior to an SMCC session, informal consultations with management and staff representatives on the draft agenda and programme of work of the session;

(c) To facilitate, as necessary, the preparation of the SMCC draft report by the co-rapporteurs designated in accordance with section 7.3;

(d) To submit to the Secretary-General, with a copy to SMCC members, alternates and associate members, the reports of SMCC adopted in accordance with section 9 and to take the necessary follow-up action;

(e) To send the Secretary-General's decisions on the Committee's recommendations to SMCC members, alternates and associate members;

(f) To supervise the Secretary in receiving, preparing and circulating documents to members, alternates and associate members between sessions.

6.2 The Vice-President shall assist the President in the discharge of his or her functions and discharge these functions in the President's absence.

Section 7
Procedures and meetings

7.1 SMCC shall establish its own procedures.

7.2 SMCC shall hold annual meetings, which shall alternate between New York and other duty stations. The following shall apply to those meetings:

(a) Meetings shall normally be scheduled during the second quarter of each year from Thursday of any one week to Wednesday of the following week;

(b) Normally, Monday to Wednesday of the first week and Thursday and Friday of the second week shall be reserved for consultations among staff representatives.

7.3 Prior to the beginning of each session, staff and management shall each designate two co-rapporteurs, who shall draft the SMCC report in accordance with the provisions of section 9.

7.4 Special sessions of SMCC or its subsidiary bodies may be convened as and when necessary.

7.5 On matters of urgency arising between sessions, the President shall consult the other members by the most expeditious means.

Section 8
Agenda and documentation for sessions

8.1 SMCC shall establish its programme of work, which shall serve as the basis for a provisional agenda for the next session and shall arrange for appropriate documentation to be prepared for each agenda item. The provisional agenda and all other working documents shall be circulated to all members, alternates and associate members at least three weeks in advance of a session.

8.2 All documents distributed to members, alternates and associate members of SMCC shall also be sent to all chairpersons of local joint advisory committees or similar bodies at any duty station or separately administered organ of the Secretariat, to the chairpersons or presidents of the staff representative bodies and to all heads of administration.

8.3 The agenda must include specific items on: (a) follow-up to previous SMCC meetings; (b) review of work done in local joint staff-management machinery that falls within the mandate of SMCC; (c) consideration of the report of the Global Joint Monitoring Committee; and (d) adoption of the report.

Section 9
Reports

9.1 SMCC shall report to the Secretary-General, to whom the President shall submit the report of each session in accordance with section 6.1 (d).

9.2 SMCC shall adopt its report on the last day of its session. No changes shall be made to the text after it has been adopted.

9.3 The SMCC report shall be drafted in the course of the session by the co-rapporteurs designated under section 7.3. The text drafted each day by the co-rapporteurs on the agreements reached in plenary shall be submitted on the following day to the plenary for consideration. The complete text shall be distributed to all SMCC participants no later than at the conclusion of the morning meeting on the last day of the session, for consideration and adoption.

9.4 The final report shall contain:

(a) All agreed recommendations, by topic;

(b) A brief statement of the respective positions of staff and management in areas where no agreement could be reached. The statements representing the position of staff and the position of management shall be prepared by the co-rapporteurs designated by staff and management, respectively. The length of each statement of position must be limited to one page per topic;

(c) The working papers and position papers submitted by the staff representative bodies and by management shall be annexed to the report.

9.5 SMCC reports, as approved by the Secretary-General, shall be distributed to all executive heads of separately administered organs of the Secretariat, to all chairpersons of local joint advisory committees or similar bodies at any duty station or in any separately administered organ, to the chairpersons or presidents of staff representative bodies and to all heads of administration.

Section 10
Implementation, monitoring and follow-up

10.1 A contact group consisting of two representatives each from staff and management shall be designated at the end of each SMCC session to monitor and ensure, together with the Secretary of SMCC, that recommendations are acted upon in a timely manner and concurrently at all duty stations.

10.2 Local joint advisory committees shall review and monitor the implementation at their duty station of decisions based on SMCC recommendations and shall submit a report on those matters to the Secretary of SMCC three months prior to the next SMCC meeting. The Secretary shall transmit those reports to the members of the contact group. Issues which cannot be resolved at the local level shall be brought to the attention of the contact group through the Secretary of SMCC and, if not resolved, to the attention of the President of SMCC.

Section 11
Final provisions

11.1 The present bulletin shall enter into force on 1 January 2003.

11.2 Secretary-General's bulletin ST/SGB/1997/12, entitled "Staff-Management Coordination Committee" is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General